

The *Employee Assistance Program* is here for you!

Call the *Employee Assistance Program* if you need help with these or other problems.

- Alcohol and Drug Use
- Stress
- Work-Related Problems
- Emotional Difficulties
- Marital or Family Problems
- Separation or Divorce
- Eating Disorders
- Financial Problems
- Layoff Issues



Office of Public Safety  
Los Angeles County Police  
13001 Dahlia Street  
Downey, CA 90242-4100  
(562) 940-8385-voice  
(562) 803-1843-fax

## EMPLOYEE ASSISTANCE PROGRAM



**THE  
LOS ANGELES COUNTY POLICE  
IS  
HERE FOR YOU!**

## **What is the *Employee Assistance Program*?**

The *Employee Assistance Program* (EAP) is a voluntary, confidential service provided by the Office of Public Safety for its employees. A sworn police officer administers this service and provides assistance to employees and their families to help resolve their problems. Progressive employers such as the Office of Public Safety initiate such programs because they care about their employees.

## **Why an *Employee Assistance Program*?**

Each of us faces a variety of problems in our daily lives. Generally, we can work them out. Sometimes they become too much for us to handle and begin to affect our personal happiness, family relations, work performance, and even our health. Often, professional help is needed to resolve these problems. The *Employee Assistance Program* provides to you immediate voluntary, confidential, and professional assistance.

**The *Employee Assistance Program* is  
*Confidential!***

## **Confidentiality is assured!**

Discussions are between you and the counselor of the *Employee Assistance Program*. Neither your employer nor co-workers will have any knowledge of your request for help. If indicated, other family

members may be encouraged to participate.

When a work performance problem occurs, your supervisor may encourage you to seek the aid of the *Employee Assistance Program* to determine if personal problems are interfering with your job performance. The supervisor will not attempt to diagnose or give counsel on personal issues.

## **What problems will the *Employee Assistance Program* handle?**

The *Employee Assistance Program* deals with problems that affect your personal well being and ability to perform on the job.

## **The *Employee Assistance Program* offers services in:**

- crisis intervention
- assessment and evaluation
- stress reduction
- referral service
- in-service training

## **How does the *Employee Assistance Program* work?**

The *Employee Assistance Program* is voluntary. You or a family member initiates the request for help by calling the EAP office. An assessment appointment will be set up with you. EAP may refer

you to an appropriate professional for further assistance.

## **Who pays my *Employee Assistance Program* costs?**

The initial assessment services are free to you and your family. If further assistance is needed, your regular health care insurance and/or other benefits will be considered. These additional costs will be your responsibility. When applicable, sick leave, vacation time, or a leave of absence may be used.

## **How successful is the *Employee Assistance Program*?**

The *Employee Assistance Program* has an impressive success rate. Periodic reports are given to the employer on the number of employees using the program, however, no names or other identifying information will be included in this report.

You may reach the

## ***Employee Assistance Program***

Monday – Friday, 8:00 a.m. to 4:00 p.m.

at:

(562) 940-8385 - voice

or

After hours, 24 hours a day, seven days a week at:

(213) 701-1471 - pager